

# NORTH SLOPE BOROUGH SCHOOL DISTRICT VACANCY ANNOUNCEMENT



Position: Paraprofessional	Location: Tikigaq School – Point Hope
Date Opened: February 15, 2010	Closing Date: March 1, 2010
	Contact: Mariah Thomas-Wolf PO Box 148 Point Hope, AK 99766 Phone: (907) 368-2662 Fax: (907) 368-2770

**This position may be required to complete a pre-employment physical examination.**

<b>Reports to:</b>	Teacher/Principal	<b>Supervisory:</b>	No
<b>Classification:</b>	Classified	<b>Safety Sensitive:</b>	No
<b>Range:</b>	11 Not H.Q./13 H.Q.	<b>Grade Minimum:</b>	\$17.27/\$19.84
<b>Work Year:</b>	School Term	<b>FLSA Exempt:</b>	No

### Summary or Purpose

Assist the teacher in creating a positive learning environment to facilitate the personal, social, and intellectual development of students.

### Minimum Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience:

Graduate from high school or general education degree required.

Applicant must have met one of the following three requirements:

- Obtained an Associate's Degree (or higher) at a regionally accredited institution of higher education; or
- Completed at least two years, or 48 semester hours or equivalent, of study at regionally accredited institution of higher education; or
- Passed the Higher Education Learning Profile (HELP) assessment.

**Note:** If degree awarded from a foreign university, applicant must obtain a foreign transcript evaluation. Please contact the Human Resource Department for information.

#### Language Skills and Abilities:

Communicate (speak, read, and write) effectively in the English language.

Present information and respond in a clear and understandable manner to questions from supervisor, staff, students, and public.

Read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

**Mathematical Skills and Abilities**

Add, subtract, multiply, and divide.

Perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Solve practical problems and deal with a variety of non-standard situations.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:**

May require six hours of special education training annually.

Present a lesson.

Experience in the use of office machines

Lift 40 pounds.

**Essential Duties and Responsibilities**

Assist teachers in instructional and supportive services.

Instruct small groups.

Tutor students one on one.

Assist in classroom management.

Work with children with disabilities as assigned

Assist intensive level multiple disability students during the school day as assigned.

Assist assigned students in physical tasks and personal hygiene, including feeding and toileting.

Conduct parent involvement activities.

Provide instructional support in the library, media center, and computer lab as needed.

Communicate effectively with students, staff, agencies, and community members.

Assist students with remedial work, tutor students, and monitor student progress.

Prepare instructional material and supplies for use in the classroom.

Assist students in lunchroom, library, gym, pool, and locker room areas.

Supervision of students on morning and afternoon buses, in the gym, hallways, etc as assigned.

Report accidents, assaults, destruction of property, and abusive behavior immediately.

Operate all classroom and office equipment.

Adhere to all District policies and regulations.

Support the value of education and the philosophy and mission of the District.

Perform other tasks and assume other responsibilities assigned by the supervisor.

**PARAPROFESSIONAL****Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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To be considered for the position the applicant must meet the minimum qualifications as stated on the announcement. This vacancy announcement is for a classified position and the successful applicant will be on probation for the first 90 days of employment. All major medical and life insurance benefits apply to this position. Applicants for Internal announcements must be currently employed by the North Slope Borough School District.

To be considered for this position, please complete a North Slope Borough School District Application for Employment Application and return to the Personnel Department by 5:00 p.m. on the final date of posting.